



South Central CHRA FY06 Information



SUPERVISOR DEVELOPMENT COURSE (SDC) COURSE NUMBER 131 F21

Priority	The completion of this course is mandatory for all newly appointed supervisors of civilian employees. New supervisors must complete both Phase I -- the Supervisor Development Course (SDC) -- and Phase II -- the Leadership Education and Development (LEAD) course -- within six months of appointment to supervisory positions.
Length of Program	39 Correspondence Course Hours
Purpose	To provide new supervisors with the supervisory knowledge necessary to successfully manage work processes and lead people.
Course Description	<p>SDC is made up of two subcourses that must be completed prior to attending the LEAD course.</p> <p><u>Subcourse-ST5001: Managing and Leading</u> provides techniques for managing work and leading people. Management and leadership processes include planning, organizing, coordinating, directing and controlling. This course also includes lessons on delegating authority, problem solving, communicating effectively and ethics.</p> <p><u>Subcourse-ST5002: Human Resources Management</u> provides training to enable a supervisor to use personnel management and training procedures to ensure mission accomplishment and subordinates' professional growth. This course includes lessons on position classification, staffing, human resource development, performance management, awards, discipline and labor relations.</p>
Application Process	This course (131 F21) is available as interactive online training. Application must be made by electronic enrollment from the Army Institute for Professional Development (AIPD) website at: https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm
Selection & Notification	There is no selection process. Students may begin the online course from the AIPD web site at any time. Final exam may not be started until student receives approval email from AIPD.
Training History Update	Participants should provide a copy of their course completion certificate or grade report to the Civilian Human Resources Agency (CHRA), Human Resource Development Division (HRDD) for input into their personnel-record training history via DCPDS.
Funding	No Cost
Course Manager	POCs will be training representatives at your local CPAC. For additional information you may contact South Central Civilian Human Resources Agency (CHRA) HRDD POC, Connie Stephens, at 256.842.6664, DSN 788.6664, Fax 256.876.3627, or email: connie.stephens1@us.army.mil .